

UTPB

REPORT OF TRANSFER OF EQUIPMENT

Date _____

The following equipment has been transferred:

FROM: Dept. _____
Code. _____ Room#. _____ Bldg. _____

TO: Dept. _____
Code. _____ Room#. _____ Bldg. _____

INVENTORY NO.	ITEM AND DESCRIPTION	INVENTORY CARRYING VALUE

This form is to used to report transfer of equipment, including within the dept.

Remarks:

Signature for department transferring equipment

Signature for department receiving equipment

**DO NOT REMOVE ANY COPIES.
RETURN TO INVENTORY CONTROL - MB 1138**

Distribution:
White – Inventory
Pink – Dept Receiving Equipment

Canary – Inventory
Goldenrod – Dept Transferring Equipment